

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 301—Travel Allowances

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SUBPART A—GENERAL

Allowable Transportation

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|-------------------|---|---|
| § 301-10.1 | Am I eligible for payment of transportation expenses? | <p>You are eligible for transportation expenses if:</p> <ul style="list-style-type: none">(a) You are an employee who travels at Government expense to a temporary duty site which is more than 50 miles away from your official station; or(b) You are an employee who is performing local travel and you are authorized payment of transportation expenses as provided in §§ 301-10.20 through 301-10.24 of this part. |
| § 301-10.2 | What expenses are payable as transportation? | <p>Fares, rental fees, mileage payments, and other expenses related to transportation.</p> |
| § 301-10.3 | Will FAA pay the cost of transportation between places of business when I am performing official travel away from my official station? | <p>Yes, unless you are attending a training course at the Mike Monroney Aeronautical Center.</p> |
| § 301-10.4 | Will FAA pay the cost of transportation between my place of business and my place of lodging when I am performing official travel away from my official station? | <p>Yes, unless you are attending a training course at the Mike Monroney Aeronautical Center.</p> |

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§ 301-10.5 **Will FAA pay the cost of transportation between the place I obtain meals and my place of business or my place of lodging when I am performing official travel away from my official station?**

No, unless:

- (a) You cannot obtain adequate meals at or near your place of lodging or your place of business. You are to use the M&IE portion of the lodgings plus per diem allowance to cover these expenses; and
- (b) You are not attending a course at the Mike Monroney Aeronautical Center.

§ 301-10.6 **Will FAA pay transportation expenses for me to return to my official station on nonworkdays?**

FAA will pay as follows:

If...	FAA will pay...
You are authorized a return trip home under the following circumstances: <ul style="list-style-type: none">(a) FAA requires you to return to your official station to perform official business or because it otherwise is advantageous to the Government;(b) FAA will realize a substantial cost savings by returning you home; or(c) Periodic return travel home is justified incident to an extended TDY assignment.	Your actual transportation expenses.
You return home voluntarily even though you are not authorized a return trip home,	Your actual transportation expenses, except that your transportation expenses and subsistence expenses cannot exceed what FAA would have paid you for subsistence expenses under § 301-11.74 of part 301-11 of this chapter if you had remained at your temporary duty location.

§ 301-10.7 **Will FAA pay transportation expenses for me to travel from a leave point to a location where you will perform temporary duty?**

As follows:

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If upon completion of your temporary duty assignment you return to...	FAA will pay...
Your leave point,	Your transportation costs not to exceed the cost of transportation from your official station to your temporary duty site.
Your official station,	Your transportation costs less the cost of transportation from your leave point to your official station.

§ 301-10.8 Will FAA pay transportation expenses for me to travel from a leave point to my official station if I must interrupt leave to report to my official station? No.

§ 301-10.9 Will FAA pay transportation expenses for me to travel to my official station if I must interrupt leave to perform temporary duty at my leave point? No.

§ 301-10.10 Will FAA pay transportation expenses for me to travel to a location other than my TDY location, official station, or residence on nonworkdays? No.

Allowable Local Transportation

§ 301-10.20 Will FAA pay the costs of transportation between my office and a temporary duty site which is 50 miles or less from my official station? Yes.

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§ 301-10.21	Will FAA pay the costs of transportation between two temporary duty sites which are 50 miles or less from my official station?	Yes.
§ 301-10.22	Will FAA pay the costs of transportation between my residence and a temporary duty site which is 50 miles or less from my official station?	FAA will pay your cost of transportation not to exceed the cost of transportation for travel between your office and the temporary duty site.
§ 301-10.23	Will FAA pay the costs of transportation between my residence and common carrier terminals on days when I perform travel by common carrier?	<p>Yes, FAA will pay the costs of transportation for:</p> <ul style="list-style-type: none">(a) Travel from your residence to a common carrier terminal on the day of departure from your official station; and(b) Travel from the common carrier terminal to your residence on day of arrival at your official station.
§ 301-10.24	Will FAA pay the cost of transportation from my residence to my office?	<p>No, unless:</p> <ul style="list-style-type: none">(a) You are provided a transit subsidy under § 629 of Pub. L. 101-509;(b) You are authorized home-to-work transportation under 31 U.S.C. 1344;(c) You require transportation on the day you depart for travel and:<ul style="list-style-type: none">(1) Your trip will last two or more days (requiring at least one night's lodging);(2) You are not able to perform your commute by your normal mode of transportation; and(3) Your use of the alternate mode of transportation results in an increase in your commuting costs;(d) You require transportation on the day you return from travel lasting two or more days, and:<ul style="list-style-type: none">(1) You are not able to perform your commute by your normal mode of transportation; and(2) Your use of the alternate mode of transportation results in an increase in your commuting costs; or(e) You require transportation because of necessity as provided in § 301-10.421(a) of this part.

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Routing of Transportation

§ 301-10.40	How should I route my travel?	You must travel to your destination by the usually traveled route unless FAA authorizes or approves a different route as officially necessary.
§ 301-10.41	What is my liability if for personal convenience I travel by an indirect route or interrupt travel by a direct route?	Your reimbursement will be limited to travel by a direct route and you will be responsible for any additional costs.
§ 301-10.42	How do I procure common carrier transportation when I travel by an indirect route?	You must procure a ticket for travel by the direct route using the authorized method of payment (e.g., contractor-issued individually billed travel card, GTR, centrally billed account) and source of supply (i.e., TMS or direct from carrier). You, then, must exchange the ticket for a new ticket by the indirect route. If the ticket for travel by the indirect route is of lesser value, you must follow the procedures in § 301-10.103 of this part. If the ticket for travel by the indirect route is of greater value, you must pay the carrier using personal funds.
§ 301-10.43	May I use contract passenger transportation service to provide transportation when I travel by an indirect route?	No. You may not use contract passenger transportation service for legs of travel which are made by an indirect route. You may, however, use contract passenger transportation service for legs of travel by the direct route, even if another portion of your travel will be by an indirect route.
§ 301-10.44	May I use the contractor-issued individually billed travel card to procure transportation when I travel by an indirect route?	No.

Selection of Mode of Transportation

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§ 301-10.60	What modes of transportation may FAA authorize me to use?	<p>FAA may authorize:</p> <ul style="list-style-type: none">(a) Common carrier transportation (e.g., airplane, train, bus or vessel (ship) under subpart B of this part;(b) Government vehicle under subpart C of this part;(c) Privately owned vehicle under subpart D of this part; or(d) Special conveyance (e.g., taxi or commercial rental automobile) under subpart E of this part.
§ 301-10.61	How does FAA select the mode of transportation to be used?	<p>FAA must select the mode most advantageous to the Government, cost and other factors considered. Travel must be by the most expeditious mode of transportation practicable and commensurate with the nature and purpose of your duties. In addition, FAA must consider energy conservation, total cost to the Government (including costs of per diem, overtime, lost worktime, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.</p>
§ 301-10.62	What are the presumptions as to the most advantageous mode of transportation?	<p>FAA will use the following presumptions in determining the most advantageous mode of transportation:</p> <ul style="list-style-type: none">(a) Travel by the common carrier modes of air, rail, bus, or local mass transit system, is presumed to be the most advantageous mode of transportation and must be used when it is reasonably available;(b) Travel by courtesy transportation if available is presumed to be the most advantageous mode of transportation for local travel;(c) When FAA determines that your travel must be performed by automobile, a Government automobile is presumed to be the most advantageous mode of transportation; and(d) When FAA determines that your travel must be performed by automobile and a Government automobile is not available, a commercial rental automobile is presumed to be the most advantageous mode of transportation if:<ul style="list-style-type: none">(1) Your travel assignment is expected to exceed 150 miles per day; or(2) Your travel assignment will last for 2 or more days.
§ 301-10.63	What is my liability if I do not travel by the selected mode of transportation?	<p>Any additional cost you incur when you use a mode of transportation other than that specifically authorized, approved, or required by regulation will be your responsibility.</p>

SUBPART B—COMMON CARRIER

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§ 301-10.100	What types of common carrier transportation may I be authorized to use?	You may be authorized to use: airline service, train service, vessel (ship) service, bus service, or local transit system.
§ 301-10.101	What must I do if I change or do not use a common carrier reservation?	If you know you will not use a reservation, you must cancel it, either personally or through the appropriate office handling FAA's travel arrangements and within the time limits specified by the carrier. If the transportation furnished is different or of lesser value than that authorized on the ticket, or your journey ends short of the destination specified on your authorization, the Government is due a refund. You must report these facts according to FAA's procedures to prevent losses to the Government. Failure to do so may subject you to liability for any resulting losses.
§ 301-10.102	What must I do with unused ticket(s), Government Transportation Request(s)(GTR(s)), or refund application(s)?	You must submit any unused ticket coupon(s), unused GTR(s), or refund application(s) to FAA.
§ 301-10.103	What must I do if I am issued a ticket and exchange that ticket for a lesser value ticket which I use?	As follows:

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If you purchased the original ticket using...	Then you must...
Your contractor-issued individually billed travel card or cash,	Obtain a refund by crediting your account (or receiving cash), and then, claiming the lesser value ticket on your travel claim. You must also submit your ticket receipt for the lesser value ticket. If it is not possible to get a credit to your account, you may submit a ticket refund application to FAA.
Centrally billed account or GTR	(a) Request a receipt, ticket refund application, or other written acknowledgement of fare adjustment from the carrier (You are not authorized to receive a refund, credit, or any other negotiable document from a carrier); (b) Furnish the carrier a “bill charges to” address; (c) Submit the receipt, ticket refund application or other written acknowledgement of fare adjustment to FAA; (d) File a travel claim without a request for reimbursement for transportation expenses since the Government pays the charges directly to the carrier.

§ 301-10.104 **What must I do if I am issued a ticket and exchange that ticket for a more expensive ticket which I use?** If the increase is due to travel by an indirect route, you must pay the difference using personal funds. If the increase is due to official travel, you must do the following:

If you purchased the original ticket using...	Then you must...
Your contractor-issued individually billed travel card,	Pay for your new ticket using your contractor-issued individually billed travel card.
Centrally billed account or GTR,	(a) Contact your travel management center if you arranged the travel through your travel management center and you can access your TMC; (b) Pay for your new ticket using your contractor-issued individually billed travel card if you did not use a TMC or cannot access your TMC; or (c) Pay for your new ticket using cash only if you cannot use your TMC or your contractor-issued individually billed travel card.
Cash,	Pay for your new ticket using cash.

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Airline Service

§ 301-10.110	What rules govern the selection of my airline service for official travel?	<p>The following:</p> <ul style="list-style-type: none">(a) You must use U.S. flag carrier service as provided in §§ 301-10.120 through 301-10.133 of this part;(b) You must use coach class accommodations as provided in §§ 301-10.140 through 301-10.144 of this part;(c) You must use contract passenger transportation service, if available, as provided in §§ 301-10.150 through 301-10.152 of this part; and(d) You must consider the cost of passenger transportation service when contract passenger transportation service is not available as provided in § 301-10.153 of this part.(e) You should consider reduced cost passenger transportation service when contract passenger transportation service is not available as provided in §§ 301-10.154 and 301-10.155 of this part.
§ 301-10.111	What must I do with compensation an airline gives me if it denies me a seat on a plane?	<p>If you are performing official travel and a carrier denies you a confirmed reserved seat on a plane, you must give the Government any payment you receive for liquidated damages. You must ensure the carrier shows the “Treasurer of the United States” as payee on the compensation check and then forward the payment to the appropriate FAA official.</p>
§ 301-10.112	May I keep compensation an airline gives me for voluntarily vacating my seat on a plane when the airline asks for volunteers?	<p>When you voluntarily vacate your seat, you may retain compensation the airline gives you only under the following conditions:</p> <ul style="list-style-type: none">(a) You must not voluntarily vacate your seat if it will interfere with performing your official duties;(b) If you incur travel expenses beyond those you otherwise would have incurred, you will be responsible for the additional expenses and they will be offset against your reimbursement; and(c) If volunteering delays your travel during duty hours, FAA will charge you with annual leave for the additional hours.
§ 301-10.120	What is U.S. flag carrier service?	<p>U.S. flag carrier service means service provided on an air carrier holding a certificate under 49 U.S.C. 41102, including service provided under a code sharing agreement, as stated under § 301-10.132.</p>
§ 301-10.121	Must I travel by U.S. flag carrier service?	<p>Yes, except as follows:</p>

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If you are traveling...	You must use a U.S. flag carrier service if it is...
To or from a point in a nonforeign area,	Available, unless travel by a foreign flag carrier is a matter of necessity.
Between points in foreign areas,	Reasonably available, unless travel by a foreign flag carrier is a matter of necessity.

§ 301-10.122 **When I travel to or from a nonforeign area, and a U.S. flag carrier provides service between my origin and destination, under what circumstances must I consider U.S. flag carrier service available?** As indicated in the following chart:

For...	You must consider U.S. flag carrier service available unless...
Short distance travel,	Travel by foreign flag carrier service is 3 hours or less, and travel by the U.S. flag carrier service would at least double the travel time.
All other travel,	Travel by the U.S. flag carrier service would increase the employee's time in a travel status by 24 hours or more.

§ 301-10.123 **If I travel to or from a point within a nonforeign area, and a U.S. flag carrier does not provide service between my origin and destination, what must I do?** As follows:

If you travel...	You must...
To a point in a nonforeign area,	Travel by foreign flag carrier to the nearest interchange point on a usually traveled route serviced by a U.S. flag carrier. Then, you must use a U.S. flag carrier service to travel to a nonforeign area unless the U.S. flag carrier service will require you to wait 6 hours or more at the interchange point, or increases your time in a travel status by 6 hours or more.
From a point in a nonforeign area,	Travel by a U.S. flag carrier service to the farthest interchange point on a usually traveled route, unless the U.S. flag carrier service will require you to wait 6 hours or more at the interchange point, or increase your time in a travel status by 6 hours or more. Then, you may travel by foreign flag carrier to your destination.

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§ 301-10.124	If I travel between points within a foreign area, and a U.S. flag carrier provides service between my origin and destination, when do I consider U.S. flag carrier reasonably available?	<p>U.S. flag carrier service is reasonably available if it services your origin and destination, unless the U.S. flag carrier service would:</p> <ul style="list-style-type: none">(a) Increase the number of aircraft changes you must make en route by 2 or more; or(b) Increase the employee's time in a travel status by 6 hours or more; or(c) Double travel time by a foreign air carrier and travel by the foreign air carrier would be 3 hours or less.
§ 301-10.125	In what circumstances is foreign flag carrier service a matter of necessity?	<p>In the following circumstances:</p> <ul style="list-style-type: none">(a) When use of a U.S. flag carrier will not accomplish the FAA's mission;(b) When a U.S. flag carrier involuntarily reroutes you via foreign carrier;(c) Your program or activity may only be financed, under statute, using excess foreign currencies, and all U.S. flag carriers refuse to accept foreign currencies; or(d) You cannot get a seat in your authorized class of service on a U.S. flag carrier, and a seat is available in your authorized class of service on a foreign flag carrier.
§ 301-10.126	May I use foreign flag carrier service solely because it costs less?	No.
§ 301-10.127	May I use foreign flag carrier service because foreign flag service is preferred by or more convenient for me or FAA?	No.
§ 301-10.128	May I use foreign flag carrier service because they accept excess foreign currency?	No, except as provided for in § 301-10.125(c).
§ 301-10.129	Do I have to provide any special documentation if I use a foreign flag carrier?	Yes, you must provide a justification statement in accordance with FAA's policy. FAA may refuse to pay your foreign flag fare if you do not provide the required justification.

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§ 301-10.130	What must the justification statement include?	<p>It must include:</p> <ul style="list-style-type: none">(a) The name of the traveler;(b) The dates of travel;(c) The origin and destination of the travel;(d) A detailed itinerary of the travel, including each stop, the name of the airline carrier and flight number for each leg of the trip; and(e) A statement why U.S. flag carrier service was not available, or why use of a foreign flag carrier was a matter of necessity.
§ 301-10.131	What is my liability if I improperly use a foreign flag carrier?	<p>If you are required to use a U.S. air carrier for the entire trip and do not, your transportation cost is not payable. If FAA authorizes you to use U.S. flag air carrier service for part of the trip and foreign flag air carrier service another part, it will pay only for the part of the trip it authorized you to use foreign air carrier service. The transportation cost for the part of the trip you improperly use foreign flag air carrier service is your responsibility.</p>
§ 301-10.132	May I use foreign flag carrier service which provides transportation under an air transport agreement between the United States and a foreign country?	<p>Yes, you may use a foreign flag carrier service, regardless of availability of U.S. flag carrier service or necessity, without forfeiting payment of your transportation, if:</p> <ul style="list-style-type: none">(a) The Government has reached a multilateral or bilateral air transportation agreement with the government of the country of the carrier's flag;(b) The agreement is consistent with the goals for international aviation policy contained in 49 U.S.C. 40101(e); and(c) The agreement provides for the exchange of rights or benefits of similar magnitude.
§ 301-10.133	If I use foreign flag carrier service which provides transportation under an air transport agreement between the United States and a foreign country, must I provide a justification statement?	<p>No.</p>

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§ 301-10.140	What classes of airline accommodations are available?	<p>The classes are:</p> <ul style="list-style-type: none">(a) Coach-class. The basic class of accommodations offered to travelers that includes a level of service available to all passengers regardless of fare paid. This term applies when an airline offers only one class of accommodations and includes tourist and economy class;(b) Premium-class. Any class of accommodations above coach-class, e.g., first-class or business-class;(c) First-class. The highest class of accommodations on a multiple-class commercial air carrier; and(d) Premium-class other than first-class. Any class of accommodations between coach-class and first-class, e.g., business-class.
§ 301-10.141	What class of airline accommodations will FAA authorize me to use?	<p>For official business travel, both domestic and international, FAA will authorize you to use coach-class accommodations except when FAA authorizes use of premium-class airline accommodations as provided in § 301-10.142 or § 301-10.143 of this part. If FAA does not specify what class of airline accommodations are authorized, you are authorized to use only coach-class accommodations.</p>
§ 301-10.142	When may FAA authorize me to use first-class airline accommodations at Government expense?	<p>Only when FAA specifically authorizes or approves your use of first-class accommodations under paragraphs (a) through (c) of this section.</p> <ul style="list-style-type: none">(a) <u>No other reasonably available coach-class or premium-class other than first-class accommodations.</u> “Reasonably available” means a class of accommodations other than first-class, that is available on an airline and that is scheduled to leave within 24 hours of the employee’s proposed departure time, or scheduled to arrive within 24 hours of the employee’s proposed arrival time. The term does not include accommodations with a scheduled arrival time that is later than your required reporting time at the duty site, or with a scheduled departure time that is earlier than the time you are scheduled to complete duty.(b) <u>When use of first-class is necessary to accommodate a disability or other physical impairment.</u> Such condition must be substantiated in writing by competent medical authority. If you are authorized under § 301-13.4 of part 301-13 of this chapter to have an attendant accompany you, FAA also may authorize the attendant to use first-class accommodations if you require the attendant’s services en route.

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- (c) When exceptional security circumstances require first-class travel. Exceptional security circumstances include, but are not limited to:
 - (1) Use of other than first class accommodations would endanger your life or Government property;
 - (2) You are an agent in charge of protective details and you are accompanying an individual authorized to use first-class accommodations; or
 - (3) You are a courier or control officer accompanying controlled pouches or packages.

§ 301-10.143

When may FAA authorize me to use premium-class other than first-class airline accommodations at Government expense?

Only when FAA specifically authorizes or approves your use of such accommodations under paragraphs (a) through (i) of this section.

- (a) Regularly scheduled flights between origin/destination points (including connecting points) provide only premium-class accommodations and you certify such on your voucher;
- (b) No space is available in coach-class accommodations in time to accomplish the mission which is so urgent it cannot be postponed;
- (c) When use of premium-class other than first-class accommodations is necessary to accommodate your disability or other physical impairment and your condition is substantiated in writing by a competent medical authority. If you are authorized under 301-13.4 of part 301-13 of this chapter to have an attendant accompany you, FAA also may authorize the attendant to use premium-class other than first-class accommodations if you require the attendant's services en route;
- (d) Security purposes or exceptional circumstances as determined by FAA makes the use of premium-class other than first-class accommodations essential to the successful performance of the FAA's mission;
- (e) Coach-class accommodations on an authorized/approved foreign flag air carrier do not provide adequate sanitation or health standards;
- (f) The use results in an overall cost savings to the Government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations;
- (g) You are able to obtain the accommodations as an upgrade through the redemption of frequent traveler benefits;

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- (h) Your transportation costs are paid in full through FAA's acceptance of payment from a non-Federal source in accordance with chapter 304 of this subtitle; and
- (i) You perform travel direct between origin and destination points, either of which is outside CONUS, and the scheduled flight time is in excess of 14 hours. In this instance you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site.

§ 301-10.144 **What flag carrier must I use on my route when only premium-class service is available on a U.S. flag carrier and coach-class service is available on a foreign flag carrier?**

You must use a foreign flag carrier, unless you are authorized premium-class accommodations based on a circumstance provided in § 301-10.142 or § 301-10.143 of this part.

§ 301-10.150 **Must I use contract passenger transportation service?**

You must always use a contract passenger transportation service, if such service is available to you unless one or more of the following conditions exist:

- (a) Seating space on the scheduled contract flight is not available in time to accomplish the purpose of travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- (b) The contract's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies or other mandatory users of scheduling employee travel during normal working hours; or
- (c) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government or other mandatory user. This determination should be based on a cost comparison to include the combined cost of transportation, lodging, meals and related expenses.

Note to paragraph (c): This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to Government and military travelers on official business and may only be purchased with a GTR, Government contractor-issued charge card or centrally billed account (e.g., YDG, MDG, ODG, VDG, and similar fares).

- (d) Rail service is available, and such service is cost effective and is consistent with the mission.

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§ 301-10.151	What is my liability for unauthorized use of a non-contract carrier when contract passenger transportation service is available and I do not meet one of the exceptions for required use?	You are responsible for all costs in excess of the cost of contract passenger transportation service.
§ 301-10.152	May I use contract passenger transportation service for personal travel?	No.
§ 301-10.153	What must I do when different airlines furnish the same service at different fares?	<p>When common carriers furnish the same service at different fares between the same points for the same type of accommodations, you must use the lowest cost service unless:</p> <ul style="list-style-type: none">(a) You are required to use a contract passenger transportation service as provided in § 301-10.150; or(b) FAA determines that the use of higher cost service is more advantageous to the Government.
§ 301-10.154	When should I use a reduced fare?	<p>You should use a special reduced fare such as a through fare, special fare, commutation fare, excursion fare or reduced-rate round-trip fare in the following circumstances:</p> <ul style="list-style-type: none">(a) Either:<ul style="list-style-type: none">(1) There is no contract passenger transportation service between your origin and destination; or(2) You meet an exception to the use of contract passenger transportation service;(b) FAA determines prior to your travel that this type of service is practical and economical to the Government; and(c) In the case of a fare that is restricted or has specific eligibility requirements, you know or reasonably can anticipate, based on the travel as planned, that you will use the ticket.
§ 301-10.155	When may I use a reduced group or charter fare?	You may use a reduced group or charter fare when FAA has determined on an individual case basis, prior to your travel, that use of such a fare is economical to the Government and will not interfere with the conduct of official business.

Train Service

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§ 301-10.160	What classes of train accommodations are available?	<p>The classes are:</p> <ul style="list-style-type: none">(a) Coach-class. The basic class of accommodations offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.(b) Slumber coach. Includes slumber coach accommodations on trains offering such accommodations, or the lowest level of sleeping accommodations available on a train that does not offer slumber coach accommodations.(c) First-class. Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.
§ 301-10.161	What class of train accommodations will FAA authorize me to use?	<p>FAA will authorize you to use coach-class accommodations for all train travel except when FAA authorizes first-class accommodations as provided in § 301-10.162. If FAA does not specify what class of train accommodations are authorized, you are authorized to use only coach-class accommodations.</p>
§ 301-10.162	When may FAA authorize me to use first-class train accommodations at Government expense?	<p>Only when FAA specifically authorizes or approves your use of first-class train accommodations under paragraphs (a) through (d) of this section.</p> <ul style="list-style-type: none">(a) <u>No reasonably available coach-class accommodations.</u> “Reasonably available” means coach-class train accommodations that are available and that are scheduled to leave within 24 hours of the employee’s proposed departure time, or scheduled to arrive within 24 hours of the employee’s proposed arrival time.(b) <u>When use of first-class is necessary to accommodate a disability or other physical impairment.</u> Such condition must be substantiated in writing by a competent medical authority. If you are authorized under § 301-13.4 of part 301-13 of this chapter to have an attendant accompany you, FAA also may authorize the attendant to use first-class accommodations if you require the attendant’s services en route.

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- (c) When exceptional security circumstances require first-class travel. Exceptional security circumstances include, but are not limited to:
 - (1) Use of other than first class accommodations would endanger your life or Government property;
 - (2) You are an agent in charge of protective details and you are accompanying an individual authorized to use first-class accommodations; or
 - (3) You are a courier or control officer accompanying controlled pouches or packages.
- (d) Inadequate foreign coach-class train accommodations. When coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

§ 301-10.163	What is an “extra-fare train”?	A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).
§ 301-10.164	When may I use extra-fare train service?	You may travel coach-class on an extra-fare train whenever FAA administratively determines it is more advantageous to the Government or is required for security reasons. The use of Metroliner coach accommodations is advantageous to the Government; Metroliner Club Service, however, is a first-class accommodation and may be authorized or approved only as provided in § 301-10.162.

Vessel (Ship) Service

§ 301-10.180	Must I travel by a U.S. flag ship?	Yes, when a U.S. flag ship is available unless the necessity of the mission requires the use of a foreign flag ship.
§ 301-10.181	What is my liability if I improperly travel by a foreign flag ship?	If you are required to use a U.S. flag ship for the entire trip and do not, your transportation cost is not payable. If FAA authorizes you to use U.S. flag ship service for part of the trip and foreign flag ship service another part, it will pay only for the part of the trip it authorized you to use foreign flag ship service. The transportation cost for the part of the trip you improperly use foreign flag ship service is your responsibility.
§ 301-10.182	What classes of ship accommodations are available?	<p>The classes are:</p> <ul style="list-style-type: none">(a) Lowest-class. The least expensive class of reserved accommodations available on a ship.(b) First-class. All accommodations classes above the lowest class, including but not limited to a suite.

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§ 301-10.183	What class of ship accommodations will FAA authorize me to use?	FAA will authorize you to use lowest-class accommodations for all ship travel, except when FAA authorizes first-class accommodations as provided § 301-10.184. If FAA does not specify what class of ship accommodations are authorized, you are authorized to use only coach-class accommodations.
§ 301-10.184	When may FAA authorize me to use first-class ship accommodations at Government expense?	<p>Only when FAA specifically authorizes or approves your use of first-class ship accommodations under paragraphs (a) through (c) of this section.</p> <p>(a) <u>Lowest-class accommodations are not available on the ship.</u></p> <p>(b) <u>When use of first-class is necessary to accommodate a disability or other physical impairment.</u> Such condition must be substantiated in writing by competent medical authority. If you are authorized under § 301-13.4 of part 301-13 of this chapter to have an attendant accompany you, FAA also may authorize the attendant to use first-class accommodations if you require the attendant's services en route.</p> <p>(c) <u>When exceptional security circumstances require first-class travel.</u> Exceptional security circumstances include, but are not limited to:</p> <ol style="list-style-type: none">(1) The use of lowest-class accommodations would endanger your life or Government property;(2) You are an agent in charge of protective details and you are accompanying an individual authorized to use first-class accommodations; or(3) You are a courier or control officer accompanying controlled pouches or packages.

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Local Mass Transit

§ 301-10.190	When may I use a local mass transit system bus, subway, or streetcar?	<p>You may use the local transit system for:</p> <ul style="list-style-type: none">(a) Transportation between places of business when I am performing official travel away from my official station as provided in § 301-10.3;(b) Transportation between my place of business and my place of lodging when I am performing official travel away from my official station as provided in § 301-10.4;(c) Transportation between the place I obtain meals and my place of business or my place of lodging when I am performing official travel away from my official station as provided in § 301-10.5; and(d) Local transportation as provided in §§ 301-10.20 through 301-10.24.
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SUBPART C—GOVERNMENT VEHICLE

§ 301-10.200	What types of Government vehicles may FAA authorize me to use?	<p>You may be authorized to use:</p> <ul style="list-style-type: none">(a) A Government automobile in accordance with §§ 301-10.220 through 301-10.221;(b) A Government aircraft in accordance with §§ 301-10.260 through 301-10.265; and(c) Other type of Government vehicle in accordance with FAA rules governing its use.
§ 301-10.201	For what purposes may I use a Government vehicle?	<p>For Government automobiles, see § 301-10.220. For Government airplanes, see § 301-10.263. For all other Government vehicles, you may use the Government vehicle only for official purposes as established in the rules governing the use of that Government vehicle.</p>
§ 301-10.202	What is my liability for unauthorized use of a Government vehicle?	<p>You are responsible for any additional cost resulting from unauthorized use of a Government vehicle and you may be subject to criminal liability for misuse of Government property.</p>

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Government Automobiles

- § 301-10.220 **For what purposes may I use a Government automobile?** Only for official purposes which include:
- (a) Transportation between places where your presence is required incident to official business;
 - (b) Between such places and places of temporary lodging when local mass transit is unavailable or its use is impractical; and
 - (c) Between either of the above places and suitable eating places, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business.
- § 301-10.221 **What requirements must I meet to operate a Government automobile?** For occasional use of a Government automobile on official business you must possess a valid State, District of Columbia, or territorial motor vehicle operator's license and have a travel authorization specifically authorizing the temporary use of a Government furnished automobile.

Government Aircraft

- § 301-10.260 **When is a Government aircraft available?** Government aircraft are available as follows:
- (a) FAA provides a shuttle between Reagan National Airport in Washington, DC and the William J. Hughes Technical Center in Atlantic City, NJ (This service includes ground transportation between FAA Headquarters /Portals and Reagan National Airport); and
 - (b) All other Government aircraft are available only when use of a Government aircraft can be justified under FAA Order 4040.9D.
- § 301-10.261 **Under what conditions may I use an available Government aircraft?** As follows:

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For travel by...	You may use the Government aircraft when...	
The shuttle between Washington, DC and the Tech Center,	You have a valid travel authorization (including special authorization to use a Government aircraft).	
All other Government aircraft,	(a) You have a valid travel authorization (including special authorization to use a Government aircraft);	
	(b) The Government aircraft is available as provided in § 301-10.260; and	
	(c) Either:	
	(1) Your transportation is the mission of the flight as provided in paragraph 233 of FAA Order 4040.9D;	
	(2) Your transportation is an authorized purpose of the flight as provided in paragraph 234 of FAA Order 4040.9D;	
	(3) There is space available on the Government aircraft and you can use it at little or no cost to the Government as provided in paragraph 235 of FAA Order 4040.9D; or	
	(4) You are a member of the crew operating a Government aircraft when use of the Government aircraft is authorized under chapter 2 of FAA Order 4040.9D.	

§ 301-10.262	Will FAA pay the cost of using the shuttle between Reagan National Airport and the William J. Hughes Technical Center?	Yes.
§ 301-10.263	For what purposes may I use a Government aircraft?	Only for official purposes as provided in FAA Order 4040.9D when you perform official travel.
§ 301-10.264	What requirements must I meet to operate a Government aircraft?	You must meet the aircrew qualification and certification requirements contained in chapter 4 of FAA Order 4040.9D.
§ 301-10.265	What is my liability for unauthorized use of a Government aircraft?	You will be personally responsible for any additional cost resulting from unauthorized use of the aircraft as provided in FAA Order 4040.9D, and you may be subject to administrative and/or criminal liability for misuse of Government property.

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SUBPART D—PRIVATELY OWNED VEHICLE (POV)

§ 301-10.300 **When may I use a POV to perform official travel?** You may always use a POV to perform official travel, including local travel, however, FAA will limit its payment for your travel expenses if you are not authorized to use a POV as provided in §§ 301-10.311 through 301-10.313 of this part.

§ 301-10.301 **How will I be reimbursed when I use a POV to perform official travel?** As follows:

If you use...	You are reimbursed on...
A privately-owned airplane, automobile, or motorcycle,	A mileage rate basis unless reimbursement on an actual expense basis is specifically authorized by law.
Any other privately-owned vehicle,	An actual expense basis.

§ 301-10.302 **How do I compute my mileage reimbursement?** You compute mileage reimbursement by multiplying the distance traveled, determined under § 301-10.303 of this part by the applicable mileage rate prescribed in § 301-10.304 of this part.

§ 301-10.303 **How do I determine distance measurements for my travel** As follows:

If you travel by...	The distance between your origin and destination is...
Privately-owned automobile or privately owned motorcycle,	As shown in standard highway mileage guides, or the actual miles driven as determined from odometer readings.
Privately-owned airplane,	As determined from airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce. You may include in your travel claim with an explanation any additional air mileage resulting from a detour necessary due to adverse weather, mechanical difficulty, or other unusual conditions. If a required deviation is such that airway mileage charts are not adequate to determine distance, you may use the formula of flight time multiplied by cruising speed of the airplane to determine distance.

§ 301-10.304 **What are the mileage reimbursement rates when use of a POV is advantageous to the Government?** As follows:

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For use of a...	The mileage reimbursement rate is...
Privately-owned airplane,	96.5 cents per mile.
Privately-owned automobile,	34.5 cents per mile.
Privately-owned motorcycle,	27.5 cents per mile.

§ 301-10.305	What expenses are allowable in addition to the mileage allowance?	Expenses allowable in addition to the mileage allowance are: parking fees; ferry fees; bridge, road, and tunnel fees; and airplane parking, landing, and tiedown fees.
§ 301-10.306	How is reimbursement handled if another employee(s) travels in a POV with me?	If another employee(s) travels with you on the same trip in the same POV, mileage is payable to only one of you. No deduction will be made from your mileage allowance if other passengers contribute to defraying your expenses.
§ 301-10.307	What expenses are payable under the actual expense reimbursement method?	Following is a chart listing the reimbursable and non-reimbursable expenses:

REIMBURSABLE ACTUAL EXPENSES	NONREIMBURSABLE ACTUAL EXPENSES
Gasoline, oil, feed of horses, garage or hangar rent and stabling of horses while officially detained en route, and bridge, ferry and other tolls.	Charges for towing, repairs or replacements, grease, antifreeze, depreciation and similar speculative expenses.

§ 301-10.308	Must I pay State gasoline taxes?	Some states provide the Federal Government an exemption from payment of gasoline taxes. In such states, you must claim the exemption using the standard Federal form.
§ 301-10.309	Will FAA pay me the cost of a round-trip travel by privately owned automobile to perform transportation between your residence and a common carrier terminal as provided in § 301-10.23 of this part?	Yes, FAA will pay the cost of the entire round trip between your residence and a common carrier terminal, even though you will only occupy the POV on one leg of the round trip by POV.

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- § 301-10.310** **Will FAA pay me the cost of a round-trip travel by privately owned automobile to perform transportation between your residence and your office on days of travel as provided in § 301-10.24 of this part?**
- No, except FAA will pay the transportation cost for a round trip between your residence and office even though you will only occupy the POV on one leg of the round trip by POV, when:
- (a) You are authorized transportation from your residence to your office on the day you begin travel as provided in § 301-10.24(c); or
 - (b) You are authorized transportation from your office to your residence on the day you return from travel as provided in § 301-10.24(c).
- § 301-10.311** **What will I be reimbursed if I park my privately-owned automobile at a common carrier terminal while I am away from my official station?**
- Payment of the fee is allowable to the extent the fee plus the mileage reimbursement for transportation to and from the terminal or other parking area does not exceed the estimated cost for use of a taxicab to and from the terminal.
- § 301-10.312** **What will I be reimbursed if I am authorized to use common carrier transportation and I use a privately-owned automobile instead?**
- You will be reimbursed on the basis of the actual travel performed including subsistence, not to exceed the total constructive cost of the authorized method of common carrier transportation including subsistence. You must determine the constructive cost of transportation and subsistence by common carrier under the following rules:
- (a) Mode of travel to be used for comparison.
 - (1) Airplane. When FAA authorizes air travel, your mileage payment may not exceed the constructive cost of coach-class accommodations on a commercial air carrier. You must use contract passenger transportation service as your basis of comparison if it is provided between the points involved; otherwise use the lowest unrestricted coach-class fare. You should consider coach-class accommodations as being provided by a carrier if they are scheduled on flights between the points involved; whether they would have been available at the time of your travel is irrelevant.
 - (2) Train. When FAA authorizes train travel, your mileage payment may not exceed the constructive cost of coach-class train accommodations for the travel performed unless FAA has authorized extra-fare train service as advantageous to the Government.
 - (3) Bus. When FAA authorizes inter-city bus travel, your mileage payment may not exceed the constructive cost of bus transportation.

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- (b) Transportation costs to be considered in addition to fares.
Include the following in your constructive common carrier cost:
 - (1) Costs to and from common carrier terminals; and
 - (2) The cost of excess baggage when it would have been allowed by your authorized mode (you must provide acceptable evidence of its weight).
- (c) Subsistence allowance. The constructive subsistence allowance is the amount which would have been allowable had you used the authorized method of transportation.
- (d) Use of actual and reasonable schedules. In constructing your cost, use reasonable departure/arrival schedules and avoid those that would cause undue inconvenience, adversely affect your safety, or unduly increase your constructive subsistence cost.

§ 301-10.313 **What will I be reimbursed if I am authorized to use a Government automobile and I use a privately-owned automobile instead?**

- (a) Reimbursement based on Government costs. Except as provided in paragraph (b) of this section, your reimbursement will be limited to the cost that would be incurred for use of a Government automobile which in the continental United States is 28.5 cents per mile. If FAA determines the cost of providing a Government automobile would be higher because of unusual circumstances, it may allow reimbursement at the higher rate not to exceed the advantageous use of rate provided in § 301-10.304 for a privately owned automobile. In addition, you may be reimbursed other allowable expenses as provided in § 301-10.305.
- (b) Partial reimbursement when you are committed to use a Government automobile and it is available. When you are committed to use a Government automobile or would not ordinarily be authorized to use a privately owned automobile due to the availability of a Government automobile, but nevertheless request to use a privately owned automobile, you may be reimbursed 10.5 cents per mile. This is the approximate cost of operating a Government automobile, fixed costs excluded.

SUBPART E—SPECIAL CONVEYANCES

§ 301-10.400 **What types of special conveyances may FAA authorize me to use?**

FAA may authorize or approve use of:

- (a) Taxicabs as specified in §§ 301-10.420 through 301-10.422 of this subpart;
- (b) Commercial rental automobiles as specified in §§ 301-10.450 through 301-10.455 of this subpart; or
- (c) Any other special conveyance when its use is determined to be advantageous to the Government.

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§ 301-10.401	What types of charges are reimbursable for use of a special conveyance?	Actual expenses which FAA determines are necessary, including, but not limited to: <ul style="list-style-type: none">(a) Gasoline and oil;(b) Rental of a garage, hangar, or boathouse;(c) Feeding and stabling of horses;(d) Subsistence of operator; and(e) Ferriage, tolls, etc.
§ 301-10.402	What must I do if I travel with another employee(s) in a special conveyance?	You must record the name of each employee and his/her employing office on your travel claim.
§ 301-10.403	May I be reimbursed for the hire of a special conveyance from another Government employee, a family member of another Government employee, or a member of my family?	Only if you satisfactorily show that: <ul style="list-style-type: none">(a) The conveyance was not procured because of a personal or official relationship; and(b) If procured from a member of your family, that the family member was not dependent on you for support.
§ 301-10.404	What is the difference between a Government aircraft and an aircraft hired as a special conveyance?	A Government aircraft is any aircraft owned, leased, chartered or rented and operated by the Government. An aircraft hired as a special conveyance is an aircraft that you rent, lease, or charter and operate.

Taxicabs, Shuttle Services, or Courtesy Transportation

§ 301-10.420	Must I use courtesy transportation for travel at my TDY site?	Yes. You must use courtesy transportation if available, unless: <ul style="list-style-type: none">(a) The courtesy transportation does not meet your schedule requirements;(b) You have a disability that requires the use of specialized transportation;(c) Use of the courtesy transportation would cause an undue burden on you; or(d) Other mission requirements prevent the use of courtesy transportation.
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- § 301-10.421** **When may I use a taxi or shuttle service?** You may use a taxi or shuttle service for:
- (a) Local transportation between residence and office when:
 - (1) You are required to perform official business at your office outside your normal working hours;
 - (2) You are dependent on public transportation for officially ordered work outside regular working hours; and
 - (3) The travel between your office and home is during hours of infrequently scheduled public transportation or darkness; or
 - (b) Other local transportation as provided in §§ 301-10.20 through 301-10.23 of this part;
 - (c) For transportation at your TDY location if:
 - (1) You are authorized such transportation under §§ 301-10.3 through 301-10.6 of this part;
 - (2) Courtesy transportation is not available; and
 - (3) Your use of any other available mode of travel (e.g., urban mass transit, GOV, or POV) would not be advantageous to the Government.
- § 301-10.422** **How much will FAA reimburse me for a tip to a taxi, airport limo, or courtesy transportation driver?** An amount which FAA determines to be reasonable.

Commercial Rental Automobiles

- § 301-10.450** **When may I use a commercial rental automobile?** When FAA authorizes you to use a commercial rental automobile.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

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| § 301-10.451 | Will FAA pay the cost of a damage waiver (CDW or LDW) or theft insurance if I travel within CONUS? | No. You will not be reimbursed for damage waivers or theft insurance for travel within CONUS for the following reasons: <ul style="list-style-type: none">(a) The Government is a self-insurer.(b) Rental vehicles available under agreement(s) with the Government includes full coverage insurance for resulting from an accident while performing official travel.(c) Any deductible amount paid by you may be reimbursed directly to you or directly to the rental agency if the damage occurred while you were performing official business. |
| § 301-10.452 | Will FAA pay the cost of a damage waiver (CDW or LDW) or theft insurance if I travel outside CONUS? | No, unless such insurance is necessary because: <ul style="list-style-type: none">(a) The rental or leasing agency requirements,(b) Foreign statute, or(c) Legal procedures could cause extreme difficulty for an employee involved in an accident. |
| § 301-10.453 | May I be reimbursed for personal accident insurance? | No. That is a personal expense and is not reimbursable. |
| § 301-10.454 | For what purposes may I use a commercial rental automobile obtained with Government funds? | Only for the same official purposes specified in § 301-10.220 for a Government automobile. |
| § 301-10.455 | What is my liability for unauthorized use of a commercial rental automobile? | You are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile. |

SUBPART F—TRANSPORTATION OF BAGGAGE

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| § 301-10.500 | What baggage may I transport at Government expense? | You may transport at Government expense only Government property and personal property necessary for official travel. You are responsible for the cost of transporting baggage that is not necessary for official travel. |
| § 301-10.501 | What baggage transportation expenses must FAA pay? | FAA must pay the following expenses: |

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For...	FAA must pay...
Baggage up to the number of pieces or weight carried free on the common carrier's first-class service,	The cost of transporting your baggage on the common carrier.
Baggage in excess of the number of pieces or weight carried free on the common carrier's first class service,	The cost of transporting your baggage by the most economical appropriate means.

§ 301-10.502	What other expenses related to baggage transportation must FAA pay?	FAA must pay charges you necessarily incur for transferring, storing, and checking baggage, as well as charges or tips at transportation terminals for handling Government property you carry with you.
§ 301-10.503	What must I do about the transportation of my baggage if I change the route for which I was originally ticketed?	When there is a change in your itinerary, you are responsible for notifying the baggage carrier to stop or redirect transportation of your baggage, as appropriate. If through no fault of your own, it is not possible to stop or redirect the baggage, the baggage transportation charges are reimbursable.